

Thank you for contacting the Department of Natural Resources.

Enclosed are the project application materials you have requested.

The Wisconsin Department of Natural Resources helps protect your rights in public waters as well as public safety, by ensuring adequate planning and design of projects affecting fish and wildlife habitat, water quality and natural scenic beauty. This is done through permit and plan approval requirements for individual water projects. Chapters 30 and 31 of the Wisconsin Statutes require written permits for certain activities on or near a waterway.

Plan approval is required for dam repairs or reconstructions on navigable and non-navigable watercourses. Contact your WI DNR Regional Water Management Engineer to determine whether formal approval is required for your maintenance activity or minor repair.

Before submitting this application for dam repair or reconstruction, please contact your county, city, or village zoning department to find out if your project site is in either a mapped wetland or floodplain and if local zoning restrictions could affect your project.

A complete application with detailed drawings will help us make a decision about your permit application for dam repair or reconstruction. The following information is necessary for a complete application.

To help us make a decision in the shortest time possible, please submit the following information. Please submit three (3) hard copies and one (1) electronic copy for a dam repair or reconstruction application:

- ☐ **Application Form.** A complete, signed application form "Water Application for Project Permits (WRAPP)" (Form 3500-053) <http://dnr.wi.gov/files/pdf/forms/3500/3500-053.pdf>.
- ☐ **Application fee.** Checks should be made payable to "Wisconsin DNR". A list of fees can be found at <http://dnr.wi.gov/topic/waterways/documents/PermitDocs/feesheet.pdf>.
- ☐ **Copy of deed or similar proof of ownership, permanent access or construction agreements.** Please provide verification of ownership and/or permanent easement for the parcel of land on which the dam sits, as well as permanent access easements or construction agreements which allows for the repair or reconstruction.
- ☐ **Site maps.** A map on the scale of not less than 4 inches to the mile, show the lands that may be affected by the repair or reconstruction of the dam. Please provide copies of relevant maps (when possible), such as a USGS topographic map, Wisconsin Wetland Inventory map, FEMA floodplain map, NRCS soils map or a zoning map, with the project clearly identified.
- ☐ **Good photographs that clearly show the existing project area.** Be advised that too much snow cover or vegetation may obscure important details. If possible, have another person stand near the project area to provide size reference.
- ☐ **Dam Plan Review Checklist.** The designer should use the [dam plan review checklist](#) as a guide to make sure that all of the required information is addressed in the plans and specifications. The checklist only needs to be completed for reconstruction projects which include alterations or modifications that will change the hydraulic capacity or stability of the structure.
- ☐ **Temporary Drawdown Checklist.** If the repair or reconstruction requires a temporary lowering of the impoundment, please provide information identified in the [temporary drawdown checklist](#).

- ☐ **Narrative description of your proposal.** On a separate blank page, prepare a narrative that describes the purpose of the project, information on other participants if this is a cooperative effort, how you intend to carry out the project including methods, materials and equipment, and your proposed schedule and sequence of work. If this information is included in the project design report with the plans and specifications, please indicate which pages the information can be found.

Note that any temporary coffer dams must be designed for at least a 10-year flood event. If a preliminary design for the coffer dams is included in this submittal, the design can be approved under the Chapter 31 plan approval, and proposed design changes by the contractor would go through a change order and plan amendment. If not included, the contractor's coffer dam design would need to be submitted for a separate Chapter 30.19 permit and prepared by a Professional Engineer registered in Wisconsin.

- ☐ **Plans and Specifications.** Showing all of the components of the dam in detail and describing required construction standards. Include any project design report, hydrologic/hydraulic analyses, soil borings, stability analyses or other information used in the project design. Also provide estimated itemized cost information for the project to confirm financial assurance. The plans and specifications must be prepared by a professional engineer registered in Wisconsin. The engineer should have experience with dam design and construction.
- ☐ **Dam Failure Analysis.** If required for large dams, the designer should use the [dam failure analysis checklist](#) as a guide to make sure that all of the required information is addressed. If you own a large dam, consult with your WI DNR Regional Water Management Engineer to verify whether the analysis is needed for your project.
- ☐ **Erosion Control Standards.** Temporary and permanent erosion control measures must exceed the stormwater management technical standards.
- ☐ **Wetland Permit Application.** If wetlands are present where any work will be done, supply the additional information requested in the Wetland Permit application found at: <http://dnr.state.wi.us/topic/Waterways/construction/wetlands.html>.
- ☐ **Wild Rice.** If any existing wild rice is known to be within the proposed impoundment, provide a brief narrative indicating potential impacts.

When you are finished compiling all of the requested application materials, remember to check your application for completeness. If you are applying on paper, all documents listed above must also be submitted in an electronic format, either by enclosing a disk with your application materials, providing a link to an ftp site, or by other electronic methods. If possible, please create a separate file for each component of the application (i.e., forms, photos, maps, plans, etc.). Each file must be less than 15 megabytes in size, and the total size of the files combined must be less than 30 megabytes. We also recommend that you keep a complete copy for your own records. Remember, incomplete applications may cause a delay in processing.

Please send the completed application materials, and fee to the permit intake address based on the county where your project is located on our [permit intake & contacts page](#), or go to dnr.wi.gov.

Note: Depending upon the type, complexity, and location of your proposed project, processing can take 60 working days (3 months) to complete a review if your application is completed in detail.

Note: A plan approval is required for any repair or reconstruction project. The plans should be engineered to limit the potential liability of dam owners. Plans prepared under the supervision of a professional engineer registered in Wisconsin are required for all large and small dams.